

2005 Budget Justification Report

Trustees	Trustees accounts are 101-103 through 101-107	
101-103/7-702000	Wages	Funds allocated to pay trustees on a per diem basis
101-103/7-727000	Office Supplies	Funds allocated for the purchase of pens, pencils, paper etc. for Trustees, to include business cards, stationary, and other necessary office supplies as determined by each individual Trustee with approval of the Township Board
101-103/7-860000	Mileage & expense	Funds allocated for personal mileage and expense incurred while on official township business
101-103/7-958000	Dues	Funds allocated for membership in organizations to include but not be limited to Michigan Association of Townships, SEMCOG, Etc.
101-103/7-960000	Education	Funds allocated for education opportunities, to include but not be limited to Michigan Association of Townships Summer and Winter Conference, Washington Conference, and other educational opportunities identified by individual Trustees which he/she wishes to attend with approval of the Township Board

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Supervisor		
101-175-702000	Salary, Supervisor	The Supervisor is paid from this account
101-175-706000	Deputy Supervisor	The Deputy Supervisor is paid from this account
101-175-707000	Fill-in office help	Monies allocated to hire part-time clerical help. Normally this position will be utilized during Board of Review. It can be used to backfill a position when a full or part-time employee is on vacation or extended sick leave.
101-175-708000	Shared office assistant	Monies allocated for the part-time employee assigned to the supervisors office and the building department. This clerical employee performs duties within each department as required.
101-175-709000	Overtime	Allocated to compensate employees assigned to the supervisors office for overtime. This budget item was calculated by using overtime hours worked in previous fiscal years. Overtime is normally required during Board of Review, but may be utilized as deemed necessary by the supervisor
101-175-727000	Office supplies	paper, pens, pencils, etc. Supplies needed to carry out the day to day operations of the Supervisors office
101-175-740000	Operating supplies	Allocated funds utilized for day to day operations of the Supervisors office excluding items carried under Office supplies. Letterhead, business cards, stationary, envelopes file folders, etc. that are specific to the supervisors office are purchased from this line item.
101-175-801000	Professional Services	Monies designated for legal issues involving Brandon Township. General interpretations of law are normally obtained through a request from the supervisors office. Other department heads have funds budgeted for legal opinion specific to their individual departments
101-175-860000	Mileage & expense	Allocated to compensate Township employees assigned to the Supervisors office for mileage and expenses while conducting Township business
101-175-900000	Publications	Allocated to allow the Supervisor's office the ability to publish announcements, public safety information, or general items of interest to the public not covered by other accounts
101-175-943000	Equipment rental	Carried under miscellaneous account
101-175-956000	Petty cash	Eliminated from this departments budget
101-175-958000	Dues	Allocated for membership fees in Oakland County Association of Township Supervisors (OCATS), Michigan Association of Townships, Michigan Association of Township Supervisors, this is not an all exclusive list. The department head reserves the right to join other Associations with approval of the Township Board
101-175-960000	Education	Funds allocated for, but not limited to, Michigan Association of Townships, summer and winter educational conferences, National Association of Cities, Towns, and Villages Washington Legislative conference, and other education opportunities that individual department heads select to attend
101-175-977000	Equipment	Funds allocated to support the supervisors office. Planned allocation for FY2005 include flat screen monitors for the supervisor and deputy supervisor, and storage counter replacement
101-175-977200	Shared equipment	carried under miscellaneous account

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ELECTIONS		
101-195-702000	Elections Assistant	Money allocated to pay 1/2 of the for the Elections Assistant's salary. (the other 1/2 is paid from Human Resource line item.)
101-195-704000	Wages Workers	Money allocated to pay workers hired specifically to work at the polls during the election.
101-195-707000	Extra Office Help	Money allocated to pay temporary part time help hired to help the Clerk's office facilitate all aspects of an election. Also be used to help with election files and updating of all election data.
101-195-709000	Overtime Wages	Money allocated to pay full time office staff in the Clerk's office for overtime incurred working on elections.
101-195-727000	Office Supplies	Money allocated for regular everyday supplies used for the voting system i.e. computer paper, discs, labels, pens, pencils, envelopes.
101-195-740000	Operating Supplies	Money allocated for larger supplies necessary to the election process, i.e. ballots, voter cards, required items needed to process an election, suppliesfood/snacks/paper supplies, for inspectors, office on Election Day.
101-195-778000	Maintenance & Repair	Money allocated to pay employees to set up the precincts and be available for problems during election week. Also pays for any repairs to the Election Equipment.
101-195-801000	Professional Services	Money allocated for legal issues involving elections. Pays for creating test disks and for the Public Accuracy Tests for each election.
101-195-802000	Presidential Primary	Money allocated for the cost of a presidential Primary. Only in effect every four years.
101-195-860000	Transportation	Money allocated to pay the mileage of election workers who attend required election classes each election year. Also pays for other election related mileage for the Clerk and staff.
101-195-900000	Printing & Publications	Money allocated to pay for all required publications pertaining to elections, i.e., last day to register, election day notification.
101-195-920000	Utilities	Money allocated to pay for phone services
101-195-960000	Education	Money allocated for education of election workers, seminars, conferences or classes that educate the Clerk and staff regarding new procedures, legislation, etc.
101-195-977000	Equipment	Money allocated to purchase any equipment needed to run elections, i.e. voting machines, tables, printers, Etc. Larger items used year after year are also paid from here.

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101-195-977100	Equipment/Capitol Outlay	Money allocated for any equipment that falls into the GASB 34 category. Equipment costing over \$500 or any equipment listed for insurance purposes.
101-209-709000	G. I. S. Training	Allocated funds for training on the Graphic Information Systems. It's the aerial of the township on one of our Computers. We can print parcels, sections, or just one parcel.
101-209-74000	Office Supplies	Paper, pens, pencils, etc, Supplies needed to carry out day to day operations by the Deputy Supervisor, Assessor, and part time staff person.
101-209-740000	Operating Supplies	Supplies used to operate assessing office excluding office supplies including but not limited to assessment notices, business cards for Deputy Supervisor, envelopes boxes of paper.
101-209-745000	Plat Books	Funds allocated to purchase books that have parcels displayed by sections. Residents and real estates agents utilize this book on a daily basis. This book is maintained and updated by the Deputy Supervisor and assessor
101-209-778000	Maintenance	Allocated funds for but not limited to the instillation of the Fiber Optics from the County.
101-209-86000	Mileage & Expense	Allocated to compensate employees for conducting Township business when utilizing their personal vehicle, or purchasing meals when away from Brandon Township on
101-209-90000	Publications	Allocated to allow Assessing office the ability to publish for July December and March Board of Review.
101-209-96000	Training	Allocated funds to allow employees additional training
101-209-977000	Equipment	Allocated funds to allow part time employee to purchase new desk new assessing software.
	Equipment Rental	Allocated funds for but not limited to rental from Oakland County. The County System is what I do all the assessment, tax, and name changes on. It is also where I do all the splits.

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Clerk		
101-215-70200	Salary official	Money allocated to pay the Clerk's salary.
101-215-703000	Wages Deputy	Money allocated to pay the Deputy Clerk's salary.
101-215-704000	Fill in office help	Money allocated to hire part-time clerical help. Normally this position will be utilized to fill a position when a full or part-time employee is on vacation or sick leave.
101-215-705000	Human Resource asst.	Money allocated to pay for the Human Resource Coordinator. This pays for 1/2 of her salary as it relates to the human resource portion of her position.
101-215-706000	Bookkeeper Wages	Money allocated to pay the Bookkeeper's salary.
101-215-706960	Education bookkeeper	Money allocated for the continuing education of the bookkeeper
101-215-707000	Wages Recording Secretary	Money allocated to pay the Recording Secretary's wages.
101-215-709000	Overtime wages	Money allocated to compensate employees in the Clerk's office. Overtime may be utilized as deemed necessary by the Clerk.
101-215-720000	Y2K	Not relevant for future expenses
101-215-727000	Office supplies	Money allocated to purchase paper, pens, pencils, etc. supplies needed to carry out the day to day operations of the Clerk's office. The smaller items used within one year.
101-215-740000	Operating supplies	Money allocated for day to day operations of the Clerk's office excluding items carried under office supplies. Letterhead, stationery, small equipment (printers, scanners, software, etc.) business cards, that are specific to the Clerk's office are purchased from this account. Larger items that are carried over from year to year.
101-215-778000	Equipment Maintenance	Money allocated for the maintenance of small equipment, typewriters, printers, etc. in the Clerk's office.
101-215-801000	Prof. Services & Attorney	Money allocated for legal issues involving Brandon Township general interpretations of law as it relates to the Clerk's office.
101-215-802000	Minute Indexing	Money allocated for the indexing of minutes including current and older minutes and the updating of ordinances.
101-215-860000	Mileage & Expense	Money allocated to compensate the Clerk and Township employees assigned to the Clerk's office for mileage and expenses while conducting Township business.
101-215-900000	Publications	Money allocated to pay for printing of all legal ads for the Township. Bids, CDBG. Minute synopsis, etc. This excludes special ads specific to other departments.
101-215-930000	Office Renovations	Money allocated for renovations to the Clerk's office, including shelving, countertops, wallcoverings, ramps, Etc.
101-215-956000	Petty Cash & Misc.	Money allocated for the purchase of small misc. items that do not fall into any other fund description.
101-215-9561000	Petty Cash	Replaced by previous line item

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101-215-958000	Dues	Money allocated for membership fees of the Clerk and Deputy Clerk in professional organizations such such as International Institute of Municipal Clerks, Michigan Association of Municipal Clerks, and local affiliates, Mi. Townships Association and local affiliates, Mi.Cemetery Assoc and various other memberships not exclusive of this list.
101-215-960000	Education	Money allocated for educational opportunities the Clerk deems necessary for the clerk and the Clerk's staff. Reimbursable expenses incurred such as lodging, mileage, and meals also fall under this line item.
101-215-977000	Equipment	Money allocated for any large items that can be depreciated - computers, printers, scanners, desks, filing cabinets, etc.
101-215-977100	Equipment/Capitol Outlay	Money allocated for any equipment that falls into the GASB 34 category. Equipment costing over \$500 or any equipment listed for insurance purposes.

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Board of Review		
101-247-702000	Board Wages	The Board of Review Members are paid from this fund
101-247-707000	Extra Office Help	Funds allocated to pay for extra office help during Board of Review.
101-247-740000	Operating Supplies	Allocated funds for paper, pencils, etc.
101-247-860000	Mileage & Expense	Allocated funds to pay for board members mileage to attend classes and educational meetings.
101-247-900000	Publications	Allocated funds to advertise for March July and December Board of Review
101-247-960000	Education	Funds allocated for the Board of Review members to attend classes, and educational meetings for Board of Review

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Treasurer's Office		
101-253-702000	Salary, Treasurer	The Treasurer is paid from this account
101-253-706000	Deputy Treasurer	The Deputy Treasurer is paid from this account
101-253-704000	Fill-in office help	Monies allocated to hire part-time clerical help. Normally this position will be utilized during Tax Collection time. It can be used to backfill a position when a full or part-time employee is on vacation or extended sick leave.
101-253-707000	Treasurers Assistant	Monies allocated for the full-time employee assigned to the Treasurers office. This clerical employee performs duties concerning the collection of taxes and assists in balancing all accounts for township.
101-253-709000	Overtime	Allocated to compensate employees assigned to the Treasurers office for overtime. This budget item was calculated by using overtime hours worked in previous fiscal years. Overtime is normally required during tax Collection time, but may be utilized as deemed necessary by the Treasurer.
101-253-727000	Office supplies	paper, pens, pencils, etc. Supplies needed to carry out the day to day operations of the Treasurer's office
101-253-740000	Operating supplies	Allocated funds utilized for day to day operations of the Treasurers office excluding items carried under Office supplies. Letterhead, business cards, stationary, envelopes file folders, etc. that are specific to the Treasurers office are purchased from this line item.
101-253-801000	Attorney	Monies designated for legal issues involving Brandon Township General interpretations of law are normally obtained through a request from the supervisors office. Other department heads have funds budgeted for legal opinion specific to their individual departments
101-253-860000	Mileage & expense	Allocated to compensate Township employees assigned to the Treasurer's office for mileage and expenses while conducting Township business
101-253-900000	Publications	Allocated to allow the Treasurer's office the ability to publish announcements, public information, or general items of interest to the public not covered by other accounts
101-253-943000	Equipment rental	carried under miscellaneous account
101-253-956000		
101-253-958000	Dues	Allocated for membership fees in Oakland County Association of Township Treasurer's, Michigan Association of Townships, Michigan Association of Township Treasurer's, this is not an all exclusive list. The department head reserves the right to join other Associations with approval of the Township Board
101-253-960000	Education	Funds allocated for, but not limited to, Michigan Association of Townships, summer and winter educational conferences, National Association of Cities, Towns, and Villages Washington Legislative conference, and other education opportunities that individual department heads select to attend
101-253-977000	Equipment	Purchase new monitor for deputy treasurer and up-grade computer and possibly the hall computer hard-drive tower replaced. One book shelf for treasurers office.

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2005 Budget Justification Report

Facility Operations		
101-265-707000	Custodial Service	Funds allocated for custodial service at 395 Mill Street
101-265-740000	Operating Supplies	Funds allocated for supplies necessary to operate 395 Mill Street, to include but not be limited to, cleaning supplies, necessary toilet articles, trash bags, hand towels, soap, floor cleaner, wax, throw rugs, light bulbs, etc.
101-265-775000	Repairs	
101-265-920000	Utilities/Telecommunications	Funds allocated to pay utility expenses at 395 Mill Street, the Brandon Charter Township Hall Funds allocated for telecommunication expense at 395 Mill Street to include , but not be limited to, general phone service, long distance service, fax service, and internet service
101-265-930000	Maintenance	Allocated for maintenance service for 395 Mill Street, to include but not be limited to, general maintenance requirements such as plumbing, electrical, carpentry, mowing, planting of flowers, painting and other items that may be identified at a later date.
101-265-974000	Land Improvement	
101-265-975000	Building Renovations	Funds allocated for renovations that may be required at 395 Mill Street.
101-265-976000	Facility Improvements	Funds allocated for improvements to Township owned facilities
101-265-977000	Equipment	Self explanatory
101-265-780000	Handyman Services	Funds allocated to hire a handyman, should the need arise

2005 Budget Justification Report

Senior Activity Center		
101-266-702000	Wages Co-Ordinator	Money allocated to pay the Senior Activity Center Coordinator's wages.
101-266-703000	fill-in Help	Money allocated for part-time help to cover for the Coordinator during illness or vacation time.
101-266-704000	Senior Programmer	Money allocated to pay the wages for the Senior Programmer. The money is reimbursed from a Grant from AAA-1B
101-266-707000	Janitorial Services	Money allocated to pay for cleaning services after daily use.
101-266-712000	Senior Food Delivery	Money allocated for Focus Hope or commodities pick up monthly.
101-266-727000	Office supplies	Money allocated for paper, pens, pencils, etc. Supplies needed for the day to day operations of the Senior Activity Center. Smaller items used within one year.
101-266-740000	Operating Supplies	Money allocated for day to day operations of the Senior Activity Center excluding items carried over under office supplies. Printer ink and paper, supplies for programmer to create and run programs, flowers, Certificates, potluck supplies. Paper towels, appreciation dinners, toilet tissue, plastic tableware, cleaning supplies, rug cleaning, Septemberfest program supplies, prizes and plaques, computer software, newspaper ads to promote programs, janitorial supplies such as brooms, mops, pails, Etc.
101-266-778000	Equipment Maintenance	Money allocated for the maintenance of small office equipment, kitchen appliances, printers, fax, computers, scanners, Etc.
101-266-801000	Professional Services	Funds allocated for legal issues involving the Senior Activity Center.
101-266-860000	Mileage & Expense	Money allocated to compensate Senior Coordinator, and Senior Programmer for mileage and expense for the use of her own vehicle while conducting Senior Activity Center business.
101-266-910000	Benefits	No longer used
101-266-920000	Utilities	Money allocated for utilities at the Senior Activity Center including phone service, heating and cooling, water conditioner, lighting, ISP services, Etc.
101-266-930000	Building and Grounds	Money allocated to pay for landscaping including but not limited to replacing the front retaining wall, a landscape design incorporating perennials, a new porch on the west side of the building, replacement of the back and front parking lots, garbage pick-up.
101-266-956000	Misc. Petty Cash	No longer applicable
101-266-960000	Education	Money allocated for educational opportunities the Clerk deems necessary for the Senior Coordinator and the Senior Programmer, the Clerk. Reimbursable expenses incurred such as lodging, mileage, and meals also fall under this line item.
101-266-975000	Building Renovations	Money allocated to pay for any major structural repairs including replacement of items necessary to maintain the center. A new furnace, air conditioner, replacement of damaged doors, windows, dividing curtains, flooring, paint, wallpaper, borders, shelving, computer room counters and shelving.
101-266-977000	Equipment Purchase	Money allocated for purchasing equipment for the Senior Activity Center. Items such as office equipment, desks, faxes, fall into this line item as do kitchen appliances and computers, printers, scanners.
101-266-977100	Equipment/Capitol Outlay	Money allocated for any equipment that falls into the GASB 34 category. Equipment costing over \$500 or any equipment listed for insurance purposes.

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Sub-Station		
101-267-707000	Custodial Service	Funds allocated for Custodial Service provided to the Sheriff Department Brandon Sub-Station from general revenue allocations
101-267-727000	Office Supplies	This line item is no longer utilized. Office supplies are now carried in line item 207-171-727000
101-267-740000	Operating Supplies	this line item is no longer utilized. Operating supplies are now carried in line item 207-171-740000
101-267-775000	Repairs	Funds allocated for repairs to the building that the Township owns and is utilized to house the Sheriff Department Brandon Township Sub-Station. Repairs to the facility which may be identified during the fiscal year will be paid from this account.
101-267-920000	Utilities	This line item is no longer utilized. Utilities will be paid from line item 207-171-920000
101-267-930000	Building Maintenance	Funds allocated for maintenance of the Sheriff Department Brandon Township Sub-Station. This facility is owned by Brandon Township maintenance of the facility is paid for from general revenue funds
101-267-974000	Land Improvement	Funds allocated for improvements to the land which the Sub-Station is located. General revenue funds are utilized for this line item
101-267-975000	Facility Improvements	This line item will not be utilized during FY2005. Funds allocated for Facility Improvements will be allocated in line item 207-171-930000
101-267-977000	Equipment	This line item will not be utilized in FY2005. Funds allocated for equipment will be allocated in line item 207-171-977000

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Senior Van		
101-269-702000	Wages Full Time Drivers	Monies from this fund pay for two full time drivers who supply transportation service for seniors who are unable to drive and need transportation for medical treatments, shopping, etc. In addition these drivers assist with food delivery to home bound seniors
101-269-706000	Substitute Drivers	Monies from this fund pay for substitute drivers to cover for Senior Van drivers during time of illness or vacation.
101-269-709000	Overtime Wages	Funds allocated to pay for any time worked over 40 hrs
101-269-727000	Office Supplies	Funds allocated to pay for small items, i.e. paper for reports, pens.
101-269-740000	Operating Supplies	Money allocated to pay for clipboards, windshield wiper fluid, and other similar items specific to the operation of the senior van program.
101-269-751000	Gasoline/Oil	Funds allocated to pay for gas and oil for senior vans
101-269-860000	Expense/mileage	Funds allocated to reimburse drivers for personal expenses or mileage incurred while on township business.
101-269-910000	Benefits	This line item has been eliminated, benefits for all township employees excluding the fire department are paid from line items carried under other functions
101-269-920000	Utilities/cell phones	Funds allocated to pay for cell phones for drivers while. These phones are used by the drivers to call doctor's offices and facilitate the ability to summon emergency assistance should the need arise.
101-269-930000	Repairs & Maintenance	Funds allocated to pay for the general maintenance and any necessary repairs to the senior vans.
101-269-977000	Van Replacement	Funds allocated to pay for the replacement of a van. Will be replaced in 2001 and not again until about 2007 or 2008.

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Community Development		<i>Funds designated for use under the broad heading of community development, are monies provided to Brandon Township from the Housing and Urban Development Department of the United States Government</i>
101-275-880000	Ortonville Community Emergency Fund	
101-275-881000	Youth Services	
101-275-882000	Senior Building	
101-275-883000	Lighthouse	
101-275-884000	Recreation Facilities	
101-275-885000	Ortonville Historical Society	
101-275-886000	Haven	
101-275-887000	OLHSA	
101-275-888000	FD Lock Boxes	
101-275-900000	Senior Citizen Newsletter	

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Miscellaneous		
101-299-220000	Park Development Exp	This line is not currently utilized
101-299-778900	Postage	This line item is not currently utilized, postage is carried under the Shared Equipment Category under Account # 101-917-729000
101-299-801000	Professional Services	Funds allocated for professional services not covered by a specific Department. Items that may be covered by this item would be the M-15 safety path, sewer project, etc. for engineering studies, legal opinions, planning expense, etc. Monies allocated in this account will also be utilized to have a classification and compensation study done for all positions in the Township
101-299-807000	Audit Services	Funds allocated for the annual audit of Brandon Township accounts
101-299-808000	Attorney	This line item is not currently utilized, individual department heads have funds allocated to their specific departments for legal opinions
101-299-810000	Spring Cleanup	This line item is not currently utilized, spring cleanup is carried under the category "other functions" under line item 101-944-840000
101-299-820000	Twp Lawn Maintenance	Funds allocated for spring and fall clean up of the Township Cemeteries, and other Township properties as deemed necessary
101-299-940000	Building Rental	This line item is not currently being utilized

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Building Department		
101-380-702000	Salary, Director	Director's salary is paid from this account.
101-380-703000	Wages, Electrical	Part-time electrical inspectors salary is paid from this account. Permit fees cover 99% of the inspectors wages.
101-380-704000	Wages, Plumbing	Part-time plumbing inspectors salary is paid from this account. Permit fees cover 99% of the inspectors wages.
101-380-705000	Wages, Heating	Part-time heating inspectors salary is paid from this account. Permit fees cover 99% of the inspectors wages.
101-380-706000	Wages, Secretary	Administrative assistant/secretary wage is paid from this account.
101-380-707000	Wages, Substitute	This account pays for substitute building inspector to cover for Director's time-off.
101-380-708000	Wages, Elec. Testing	This line may be eliminated as the Township will be transferring all licensing and testing to the State.
101-380-709000	Fill-in Office Help	This line pays for the shared part-time office clerk with the Supervisor's office.
101-380-712000	Meeting Attendance	This pays meeting attendance fee of \$45.00 to building director for required attendance at Township Board Meetings
101-380-727000	Office Supplies	Paper, pens, pencils, etc. Supplies needed to carry out the day to day operations of the Building Department
101-380-740000	Operating Supplies	Allocated funds utilized for day to day operations of the Building Department excluding items carried under office supplies. Letterhead, business cards, stationary, envelopes file folders etc. that are specific to the Building Department
101-380-775000	Repairs/Maintenance	Funds allocated for repairs and maintenance for the vehicle utilized by the Building Department.
101-380-778000	Equip/Maintenance Office	Primarily paid for computer maintenance etc.
101-380-860000	Professional Services	This line pays for outside consulting services to the building department. Primarily to Hubbell, Roth & Clark. But may include other professional consultants such as structural engineers.
101-380-900000	Gasoline & Expenses	Paid for Township truck gas & oil etc.
101-380-956000	Misc. & Petty Cash	
101-380-958000	Dues	This is paid to building official memberships to various code organizations such as Oakland County Building Officials, Southeast, Mi. Building Officials, Genesee County Building Officials.
101-380-960000	Education/Convention	Municipal building officials are required by State Law to obtain minimum 75 hours of continuing education in building code enforcement and administration to maintain state registration This line pays for some of that schooling.

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Ordinance Enforcement		
101-381-702000	Wages	Pays the part-time ordinance enforcement person.
101-381-801000	Ordinance Printing	This line pays for the printing and codifying of newly adopted ordinances.
101-381-860000	Transportation	This line has not been utilized, and will not be funded in 2002
101-381-900000	Publication	Not funded in FY2002

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Street Lighting		
101-450-926000	Public Utilities	Funds allocated to pay for street lights. Brandon Township currently has 91 public street lights. There are 6 100 watt High Pressure Sodium Lamps, 33 250 Watt High Pressure Sodium Lamps, 7 400 Watt Lamps, and 44 175 Watt lamps within the Township.

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Road & Streets		
101-464-775000	Road Comm./Traffic Lights	Expense related to maintenance of traffic signals
101-464-775100	Tri/party repairs	
101-464-775600	Mowing spec. asmt.	Cost associated with mowing vacant lots, or occupied lots where a property owner fails to maintain his/her property
101-464-776000	Chloride	Funded to support the chloriding of roads within Brandon Township which are public. Currently private roads are excluded from the chloriding program.
101-464-777000	Sidewalk maintenance	Funds to maintain and repair sidewalks within Brandon Township
101-464-778000	Road repairs	Funds utilized to maintain Township roads. To included, but not be limited to, gravel, plowing, ditch maintenance, etc.
101-464-779000	Road contingency	Funds set aside for emergency road repairs, not covered by the monies allocated in 101-464-778000.
101-464-888000	Safety path	Funds allocated for maintaining the current safety path to include snow plowing, repairs, etc.

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Planning Commission		
101-805-702000	Wages, Board	This line pays the Planning Commission members meeting dues.
101-805-707000	Wages Rec. Sec.	Funds allocated to pay the recording secretary of the Planning Commission
101-805-712000	Meeting Attendance	This line pays the building director's required attendance at planning commission meetings.
101-805-727000	Office supplies	Self Explanatory
101-805-801000	Professional Services	This line pays the fees for the planning consultant when charged by the Planning Commission to complete projects in community planning for Brandon Township, such as ordinance development.
101-805-802000	Minutes Indexing	Dollars allocated for the indexing of minutes
101-805-900000	Publications	This line pays advertising costs for public hearings, such as rezoning.
101-805-958000	Dues	Membership dues to the Michigan Society of Planning officials.
101-805-960000	Education	These monies may be used for continuing education for Planning Commission members or staff.

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Zoning Board of Appeals		
101-815-702000	Wages, Board	Fees paid to Zoning Board of Appeals members for meeting attendance.
101-815-707000	Wages Rec. Sec.	Self Explanatory
101-815-712000	Meeting Attendance	Fees paid to building director for required attendance at Zoning Board of Appeals hearings.
101-815-802000	Minute Indexing	Monies allocated for the indexing of minutes
101-815-860000	Mileage & Expense	Paid to Zoning Board of Appeals members who make required visits to sites that are subject of appeals.
101-815-900000	Publications	Pays public notice advertisements for Zoning Board of Appeal agendas.

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Shared Equipment		
101-917-727000	Duplicating Services	During FY2001, Brandon Township increased the number of copying machines. One master copier is provided for all Township Departments to utilize, the Treasurer, Clerk, and Building Departments each have one copier each. Currently Brandon Township is paying approximately \$275.00 monthly in duplicating cost for these machines
101-917-728000	Shared Supplies	Funds allocated for the purchase of copy paper, copy matching cartridges, generic envelopes, bottled water, water cooler, fax printer cartridges, North Oakland Co. Directory
101-917-729000	Postage	Funds allocated for postage for all departments
101-917-730000	Fax Machine	Funds allocated for all Township Departments to have FAX capabilities. This line pays for ink cartridges, paper, and service.
101-917-778000	Equipment Maintenance	Funds allocated for service contracts on equipment
101-917-977000	Equipment	Funds allocated to facilitate the installation of fiber optics in the building which will allow Brandon Township to be part of OAKNET. In addition, a new main frame computer will be purchased for the VERSYSS system

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Insurance & Bonds		
101-925-910000	Insurance & Bonds	Funds allocated for liability insurance, and bonding of specific employees
		as identified. Currently Brandon Township utilizes Michigan Municipal
		Risk management as our insurance carrier.

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Other Functions		
101-944-702000	Contracted Payroll	Funds designated to pay contractual services provided to Brandon Township by "PAYCHECK", a corporation which processes wage information, prepares pay warrants, provides electronic transfer of funds from individual employee pay, to banks, credit unions, etc at the request of employees. The PAYCHECK corporation calculates wage withholding for Federal, State, and local tax obligations as designated by individual employees, as well as providing W-2 information for tax purposes at the end of fiscal year.
101-944-706000	Contracted maintenance	
101-944-707000	Office assistant	This line item is not longer utilized, individual departments budget for this position.
101-944-715000	FICA Twp. Share	Funds allocated to pay 7.5% of each employees gross wages into FICA
101-944-720000	MESC	This line item is no longer utilized
101-944-754000	Public relations	Funds allocated for public relations projects, to include but not be limited to, the purchase of plaques, framed citations of achievement, the purchase of flowers for immediate family members who are hospitalized or expire. Funds for the fireworks display will be budgeted for from this line item. Previously, Brandon Township Recreation funded a portion of the total expense for the 4th of July fireworks display. Recreation is now a Department of the Township, it is anticipated that Brandon will fund a greater portion of this event from general revenue dollars
101-944-754200	Indian Trial spa.	Not utilized
101-944-754500	Disaster Coordination	Funds utilized to support the Doppler early warning radar system housed at the fire department, and additional funds for expenses which might occur should a natural disaster happen in the Township
101-944-754600	Sewers	Funds allocated for the continuing research, engineering studies, meeting attendance, etc. associated with the Sewer project proposed for the Village of Ortonville and a small portion of Brandon Township along the M-15 corridor In addition, monies in this fund will be utilized for an educational pamphlet designed to address issues regarding the proposed sewer project.
101-944-754700	Underground tanks	Funds allocated from general tax revenues in a continuing effort to clean up a gasoline leak from an underground storage tank. This spill caused gasoline to leech into the soil, contaminating the area in and around the tank. This contamination has migrated to property adjacent to the Municipal building
101-944-754800	Lake Louise Dam	
101-944-754900	Sirens	Funds allocated for the purchase and installation of two (2) early warning sirens. Brandon Township currently has eight (8) active sirens with a goal of 16 total sirens. These sirens warn of impending severe weather, or a national attack. Brandon Township anticipates installing two sirens a year for the next four years

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101-944-756000	Cemetery Maintenance	Funds allocated for the maintenance and upkeep of one (1) active and five (5) inactive cemeteries in Brandon Township. Currently Seymour Lake Cemetery located on Sashabaw Road south of Seymour Lake Road is the only operating cemetery. Maintenance includes cutting of grass, tree trimming, monument repair etc. 5 other cemeteries exist in the Township and require maintenance. Shorter Cemetery - Perry Lake Rd Career Cemetery - Honest Road Eaton Cemetery - State Park Rd Hummer Rock Cemetery - Granger Road
101-944-756150	Technology update training	
101-944-756151	Miscellaneous	
101-944-756500	Legal settlement	Not currently utilized
101-944-840000	Cleanup days	Funds allocated by the Township Board to facilitate an annual spring Township wide clean up. These funds allow the Township to schedule Two (s) weekends in the spring where residents can bring large items which they would like to dispose of, including but not limited to lumber, appliances, tires, old furniture, etc.
101-944-841000	Youth assistance	
101-944-842000	BGO Recreation	This line item is no longer utilized
101-944-843000	Gypsy Moth	Funds set aside for the Gypsy Moth eradication program
101-944-851000	Twp vehicle maintenance	This line item is not longer utilized
101-944-910000	Medical insurance	General revenue funds allocated to pay for medical insurance provided full time, and two (2) retired employees of Brandon Township, excluding firefighters. Currently Brandon Township pays premiums as follows; single member \$448.26, 2-person family \$941.33 Family of 3 or more, 1053.37. These premiums are paid monthly with no charge to the employee. Both retirees are under Medicare as their primary carrier. Retiree premiums are as follows; single member, \$477.60 2-person family, \$956.16. If the retiree is not covered as a Medicare primary provider, the 2-person cost is \$826.47. Brandon Township paid \$136,757.21 in FY2003 Brandon Township currently provides coverage to 14 full time and 2 retired employees.
101-944-911000	Dental insurance	15 full time and 2 retired Township employees are currently covered by the Dental Insurance plan provided at no cost to the employee. Current coverage rates are as follows 1-person \$40.43, 2-persons \$76.74, Family of 3 or more, \$130.62. There is no reduction in cost for retirees.
101-944-912000	Longevity	All full time employees based on formula and years of service. This benefit is paid in November with the payroll nearest Thanksgiving. There are 20 full time employees including elected officials, excluding the Fire Department who receive longevity benefits from general tax revenues. Longevity is calculated on annual salary, excluding overtime as follows After 5 years - 2% After 10 years 4% After 15 years 6% After 20 years 8%
101-944-913000	Physicals & Drug testing	Funds allocated for physical examinations and drug testing for persons applying for employment with Brandon Township

